

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, criminal investigation, traffic enforcement and accident investigation, special operations, jail, or juvenile operations. Police Sergeants personally perform law enforcement duties, which may include providing assistance to superior officers in administrative or specialized support functions. Employees of this class work under general instructions from superior officers, and perform most regular duties independently within established policies and procedures. Police Sergeants report to and have work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the day-to-day activities and functions of specific components of the police department, including the supervision of personnel assigned to patrol, traffic control and investigation, criminal investigations, special operations, jail, or juvenile operations. Personally performs law enforcement duties in these areas, providing instruction and assistance to subordinate employees when necessary. Reports any crime or traffic problem, or anticipated crime or traffic problem, to superior officers, and makes recommendations for appropriate course of action.

Assigns duty areas and work schedules for subordinates and approves leave. Conducts routine inspections of subordinate members' field performances, including on-scene monitoring of subordinates' activities. Evaluates and documents performance of subordinates. Discusses work performance with subordinates and provides technical assistance and counseling when needed. Provides frequent direction and motivation to subordinates to affect the efficient and effective application of department policies and procedures. Issues verbal and written directives

to subordinates and makes written recommendations to superior concerning procedures to insure efficient operation of section. Enforces department rules, regulations, policies, and procedures by recommending disciplinary action for infractions.

Provides training and orientation for new employees. Recommends remedial, advanced, and specialized training for subordinates, as needed. Conducts informal training of subordinates by giving briefing at Roll Call or instructing members to review written procedural documents. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Assigns department equipment as needed, and assures that such equipment is used and maintained in accordance with department policies. Periodically inspects assigned employees, systems, functions, equipment, and facilities to determine the operating efficiency of such and for the purpose of maintaining such in proper condition. Prepares projected work and vacation schedules of subordinates.

Coordinates the work of the assigned function with other sections of the department, as well as related federal, state, and local agencies. Provides assistance to other agencies when needed. Interviews complainants and conducts inquiries concerning police services or allegations of employee misconduct. Investigates incidents of injury or accidents involving members of the department.

Reviews incoming communications and directives, and processes matters addressed in the communications in accordance with departmental policy. Informs subordinates of changes in regulations, laws, technical developments, or department policies. Provides for the preparation and maintenance of section records and reports, including reviewing and correcting records completed by subordinates. Prepares reports necessary to account for the daily hours worked and leave status of subordinates.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least three (3) years in the class of Police Officer.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

KN	03-07-62
Rev	06-06-73
	05-18-78
	05-07-90
	01-06-92
	04-10-95
	02-04-02
	06-17-02
	04-19-